



## SECTION ONE

### State of Wisconsin Export Certificates and Export Services

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## **A. Food Safety and Inspection**

The Food Safety & Inspection Bureau in the Division of Food Safety offers certificates for food products intended for human consumption produced in food processing plants and dairy plants.

A Certificate of Free Sale, Sanitary, Purity and Health is required to export food products. The Division of Food Safety is the official licensing agency for all food operations in the State of Wisconsin and issues notarized certificates attesting to the licensing, inspection and standing of these operations.

The request for certificates must be in writing. Requests can be made only through our website at

[http://datcp.wi.gov/Business/Exports/Certificate\\_of\\_Free\\_Sale/index.aspx](http://datcp.wi.gov/Business/Exports/Certificate_of_Free_Sale/index.aspx)

If we have furnished you with certificates in the past, include a copy with any relevant changes. This will ensure that the new set of certificates will be exactly what is required.

Provide the following information in your request:

- a. Name and address of the company that produced the product.
- b. License number of the producing plant(s). (Dairy Plant, Food Processor, Etc.)
- c. Contact person and telephone number of the individual requesting the certificates.
- d. The number of sets of certificates. (1 set consists of 4 identical original documents)
- e. Address to send completed certificates to.

### **CERTIFICATES OFFERED**

Certificate of Free Sale, Sanitary, Purity,  
Origin and Health

### **CONTACT**

Dept. of Agriculture, Trade and Consumer Protection  
Food Safety & Inspection Bureau,  
Division of Food Safety  
2811 Agriculture Drive  
Madison, WI 53718

### **FEE**

**REGULAR SERVICE** – processed within 3 business days; sent via 1st class mail only. The fee for each set of certificates using Regular Service is \$65.00.

Scott MacLauchlin  
608-224-4736  
[Scott.MacLauchlin@wisconsin.gov](mailto:Scott.MacLauchlin@wisconsin.gov)

**SPECIAL SERVICE** –processed within 1 business day; sent via Fed Ex or UPS. You must provide an account number and a copy of the waybill. The fee for each set of certificates using Special Service is \$100.00.

***Note: All certificates for meat and pizza must be requested directly from the USDA at***

***<http://www.fas.usda.gov/itp/ofsts/exportcertif/intro.asp>***

*This website facilitates food export certification by providing updated information on international certification requirements, competent US state and federal authorities who issue food export certificates and a standardized format for state-issued certificates.*

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## B. Division of Agriculture Resource Management

### Plant Industry Bureau

*The Plant Industry Bureau offers inspections and certificates for plants, plant products and honey bees (apiary) intended for export. All certificates are processed within 10 business days of receipt barring any regulatory concerns or import requirements.*

#### CERTIFICATES OFFERED

See below for a complete description of each certificate.

Plant Health Certificate

State Phytosanitary Certificate

Federal Phytosanitary Certificate

Export Processed Plant Product Certificate

Re-Export Certificate

Apiary Certificate of Inspection

#### CONTACT

Dept. of Agriculture, Trade and Consumer Protection

Plant Industry Bureau

2811 Agriculture Drive

Madison, WI 53718

See below for contacts for specific certificates.

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#### Plant Certificate Description:

**Plant Health Certificate:** Shipping plants and plant products from Wisconsin to most other states (interstate). Good for one year.

**State Phytosanitary Certificate:** Shipping plants and plant products from Wisconsin to other states and US territories (interstate). Good for 30 days.

**Federal Phytosanitary Certificate (PPQ Form 577):** Shipping United States origin plants and plant products to other countries. Good for 15 days.

**Export Processed Plant Product Certificate (PPQ Form 578):** Processed plant products to other countries. Good for 15 days.

**Re-Export Certificate (PPQ Form 579):** Foreign origin plants and plant products re-exported from US to foreign consignee. Good for 15 days.

#### FEE

\$50.00 per original interstate certificates(\$15 per replacement)

\$56.00 per original PPQ forms(\$21 per replacement)

#### CONTACT

Greg Helmbrecht

Email: [greg.helmbrecht@wisconsin.gov](mailto:greg.helmbrecht@wisconsin.gov)

Phone: 608-224-4596

#### TO APPLY

Visit <https://pcit.aphis.usda.gov>. First-time users will have to register through USDA e-authentication website with level one access.

When applying, direct the requesting duty station to "Wisconsin Madison State".

#### For Plant Health Certificates:

Liz Meils

Email: [elizabeth.meils@wisconsin.gov](mailto:elizabeth.meils@wisconsin.gov)

Phone: 608-224-4572

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## Apiary Certificates:

**Apiary Certificate of Inspection:** Annual certificate used for moving honey bees from Wisconsin to other states.

### FEE

\$50.00 per certificate

### CONTACT

Liz Meils

Phone: 608-224-4572

Email: [elizabeth.meils@wisconsin.gov](mailto:elizabeth.meils@wisconsin.gov)

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## Ginseng Certificates:

In late 2009, the ginseng dealer, and ginseng grower registration packets were revised with ginseng dealers submitting one set of forms while ginseng growers send in a different set of forms. Previously, dealers and growers used the same form. The out of state dealer registration and certificate have been eliminated. Out of state dealers will use the dealer forms.

**Ginseng Dealer Certificate:** Annual certificate used for selling cultivated ginseng purchased from a registered grower or dealer. Visit: <http://datcp.wi.gov/index.aspx> for more information on Ginseng Shipment Certification and Registration. Click here for the [Cultivated Ginseng Dealer Registration and Shipment Certificate](#) information.

**Ginseng Growers Certificate:** Annual certificate used for selling ginseng. Visit <http://datcp.wi.gov/index.aspx> for more information. Click here for the [Cultivated Ginseng Grower Registration and Shipment Certificate](#) information.

### FEE

\$15.00 per certificate

### CONTACT

Noel Favia

Phone: 608-224-5140

Email: [noel.favia@wi.gov](mailto:noel.favia@wi.gov)

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**Wild Harvested Ginseng is regulated by WDNR.** For more information, go to <http://www.dnr.wi.gov>

## Livestock and Animal Feed Program

*The Division of Agriculture Resource Management provides notarized certificates for the following products: livestock feeds, some pet foods, feed additives and feed ingredients. Note: Any animal feeds exported to the European Union must be inspected by APHIS.*

### CERTIFICATES OFFERED

Feed Export Certificate of Free Sale

### FEE

\$15.00 per certificate (possible to have multiple products on one certificate)

### CONTACT

Dept. of Agriculture Trade and Consumer Protection  
Feed Program

PO Box 93193

Milwaukee, WI 53293

### TO APPLY:

<http://datcp.wi.gov/Farms/Feed/index.aspx>

### RESPONSE TIME

Processed within 10 business days of request

Deb Viedma

2811 Agriculture Drive

Madison, WI 53708

Phone: 608-224-4616

Email: [debra.viedma@wisconsin.gov](mailto:debra.viedma@wisconsin.gov)

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## C. Division of Agricultural Development

The Wisconsin Department of Agriculture, Trade and Consumer Protection can issue a general Certificate of Free Sale to companies whose products require a Certificate of Free Sale in order to enter international commerce. The Division of Agricultural Development at the Wisconsin Department of Agriculture, Trade and Consumer Protection will issue a Certificate of Free Sale if the following criteria is met: the product is manufactured in Wisconsin; the same product is freely sold in the United States; and no other regulatory agency (state or federal) has the authority to issue a Certificate of Free Sale for the product in question.

### CERTIFICATES OFFERED

Certificate of Free Sale

### FEE

\$35.00 per certificate

### CONTACT

Angelita Renteria  
Wisconsin Department of Agriculture, Trade and  
Consumer Protection  
2811 Agriculture Dr.  
Madison, WI 53708  
Phone: 608-224-5129  
Email: [angelita.renteria@wisconsin.gov](mailto:angelita.renteria@wisconsin.gov)

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## D. Wisconsin International Trade Team

The [Wisconsin International Trade Team](#) offers companies guidance on the appropriate certificate and documented letters required for exporting. In addition, the Wisconsin International Trade Team provides one-on-one consultations, market research, referrals to export service companies, access to funding for international activities and contacts with international buyers.

### CONTACT

Wisconsin International Trade Team  
2811 Agriculture Drive  
Madison, WI 53718  
1-800-462-5237  
Email: [international@wisconsin.gov](mailto:international@wisconsin.gov)

Jen Pino-Gallagher  
Bureau Director  
Phone: 608-224-5125  
Email: [jen.pinogallagher@wisconsin.gov](mailto:jen.pinogallagher@wisconsin.gov)

Enrique Gandara  
Economic Development Consultant  
Feed, Livestock, Genetics & Agriculture Dairy  
Equipment; Latin America  
Phone: 608-224-5111  
Email: [enrique.gandara@wisconsin.gov](mailto:enrique.gandara@wisconsin.gov)

Jennifer Lu  
Economic Development Consultant  
Feed, Livestock, Genetics & Wood Products;  
Asia  
Phone: 608-224-5102  
Email: [jennifer.lu@wisconsin.gov](mailto:jennifer.lu@wisconsin.gov)

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Economic Development Consultant  
Processed Foods; European Union, Latin America &  
India  
Phone: 608-224-5119  
Email: [ashwini.rao@wisconsin.gov](mailto:ashwini.rao@wisconsin.gov)

Angelita Renteria  
International Marketing Specialist  
Phone: 608-224-5129  
Email: [angelita.renteria@wisconsin.gov](mailto:angelita.renteria@wisconsin.gov)

Lisa Stout  
Economic Development Consultant  
Processed Foods; Asia, Middle East & Canada  
Phone: 608-224-5126  
Email: [lisa.stout@wisconsin.gov](mailto:lisa.stout@wisconsin.gov)

## **A. Live Animals & Animal Products (including dairy products)**

The Wisconsin Department of Agriculture, Trade and Consumer Protection's Division of Animal Health governs movement of animals and animal origin products into and from Wisconsin to international destinations. Health papers are filed through the state offices of [USDA-APHIS Veterinary Services](#).

APHIS serves to facilitate safe international trade, monitor the health of animals presented at the border, and regulate the import and export of animals, animal products, and biologicals. Other products requiring certificates include hatching eggs, certain dairy products, animal and egg based research and inoculants and animal cellular cultures. ***Companies should always refer to the [APHIS Import/Export website](#) for country specific documentation requirements for their particular product.***

### **CERTIFICATES OFFERED**

Live Animal Health and Genetics products;  
all species  
Animal Products Export Certificate  
VS Form 16-4  
Export Certifications to the European Union

### **FEE**

\$49.00 to over \$100.00

*Varies by species and the number of endorsements being made.*

### **CONTACT**

USDA - APHIS, VS  
1111 Deming Way, Suite 100  
Madison WI 53717

Jane Mussey, DVM  
Import/Export Officer  
USDA, APHIS, Veterinary Services - Wisconsin  
Email: [vspswi@aphis.usda.gov](mailto:vspswi@aphis.usda.gov)  
Phone: 608-662-0600  
Fax: 608-662-0602

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Agricultural Marketing Service (for EU questions)  
Ken Vorgert  
Phone: 630-437-5037  
Email: [Ken.Vorgert@ams.usda.gov](mailto:Ken.Vorgert@ams.usda.gov)

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## **B. Edible Meat, Poultry & Processed Egg Products**

The USDA Food Safety Inspection Service facilitates the certification of exported goods within the following categories: edible meat and poultry products; processed egg products including dried, frozen and liquid eggs, with or without ingredients.

### **CERTIFICATES OFFERED**

Meat and Poultry Export Certificate of  
Wholesomeness  
Egg Products Inspection and Grading  
Certificate

### **FEE**

Fees vary. Contact USDA-FSIS for fee information.

### **CONTACT**

USDA - FSIS - OPPD  
Edward Zorinsky Federal Building  
1616 Capitol Avenue  
Room 260  
Omaha, NE 68102

Phone: 402-344-5000  
Fax: 402-344-5005  
Website: [www.fsis.usda.gov](http://www.fsis.usda.gov)

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## C. Food Products and Ingredients - FDA

*FDA Export Certificates indicate that the food product or ingredient is regulated by the FDA and is not subject to any enforcement action.*

### **CERTIFICATES OFFERED**

**See below for a complete description of each certificate.**

Certificate of Free Sale

Health Certificates for Food/Feed

Specified Risk Materials of Bovine, Ovine  
& Caprine Origin Certificate

Certificate of Pharmaceutical Product

Non-Clinical Research Use Only Certificate

Certificate to Foreign Government

Certificate of Exportability

### **FEE**

\$0 to \$175.00

### **RESPONSE TIME**

Processed within 4-6 weeks of request

### **WEBSITE**

<http://www.fda.gov/InternationalPrograms/ExportsandExportCertificates/default.htm>

### **CONTACT**

Food and Drug Administration  
10903 New Hampshire Ave.  
Silver Spring, MD 20993

### **Plant and Dairy Foods and Beverages & EU Animal Health and Specified Risk Material Certificates**

Patricia Stephenson  
Office of Food Safety  
Center for Food Safety and Applied Nutrition  
10903 New Hampshire Ave.  
Silver Spring, MD 20993  
phone (240) 402-2060  
fax (301) 436-2632  
[Patricia.Stephenson@fda.hhs.gov](mailto:Patricia.Stephenson@fda.hhs.gov)

### **Seafood**

Quynh-Anh Nguyen, HFS-317  
Office of Food Safety,  
Center for Food Safety and Applied Nutrition  
5100 Paint Branch Parkway  
College Park, MD 20740  
phone (240) 402-2028  
fax (301) 436-2651  
[Quynh-Anh.Nguyen@fda.hhs.gov](mailto:Quynh-Anh.Nguyen@fda.hhs.gov)

### **Dietary Supplements, Infant Formulas & Medical Foods (includes Vitamins, Minerals, Amino Acids, Herbals...)**

Office of Nutrition, Labeling and Dietary Supplements  
phone: (240) 402-2375

### **Office of Cosmetics and Colors**

Charles Haynes  
phone: (240) 402-1126

### **Drugs**

Betty McRoy  
Phone: 301-796-3218  
Email: [betty.mcroy@fda.hhs.gov](mailto:betty.mcroy@fda.hhs.gov)

### **Medical Devices**

Leila Lawrence  
Phone: 301-796-5786  
Email: [leila.lawrence@fda.hhs.gov](mailto:leila.lawrence@fda.hhs.gov)

### **Veterinary Medicine and Animal Food:**

Kim Bell  
Phone: 240-276-9212  
Email: [kim.bell@fda.hhs.gov](mailto:kim.bell@fda.hhs.gov)

**FDA Certificate Description:**

**Certificate of Free Sale:** For food, including dietary supplements, and cosmetic products that may be legally marketed in the United States (CFSAN).

**Health Certificates for Food/Feed:** Currently required primarily by the European Union (EU), are usually consignment-specific and often contain language pertaining to "compliance" of the particular product/consignment with foreign regulations.

**Specified Risk Materials of Bovine, Ovine & Caprine Origin Certificate:** Used for the export of gelatin that can be legally marketed in the United States. These certificates address concerns on raw material in regard to transmissible spongiform encephalopathies. (CFSAN)

**Certificate of Pharmaceutical Product:** Conforms to the format established by the World Health Organization (WHO) and is intended for use by the importing country when considering whether to license the product in question for sale in that country. (CBER, CDER, and CVM)

**Non-Clinical Research Use only Certificate:** For the export of a product, material, or component, for non-clinical research use only, that is not intended for human use and which may be marketed in, and legally exported from the United States.

**Certificate to Foreign Government:** For the export of human drugs and biologics, animal drugs, and devices that can be legally marketed in the United States.

**Certificate of Exportability:** For the export of human drugs and biologics, animal drugs, and devices that cannot be legally marketed in the United States, but meet the requirements of sections 801(e) or 802 of the Act and may be legally exported. (CBER, CDRH, and CVM)

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## **D. Fruits, Vegetables & Grains**

*Depending on the export destination and product, grains, fresh fruits, and vegetables may require an inspection certificate prior to export. Certificates are issued by a variety of federal agencies including USDA Plant Protection & Quarantine (PPQ) Section of APHIS, Agricultural Marketing Service and the Federal Grain Inspection Service (FGIS).*

### **CERTIFICATES OFFERED**

Official Export Grain Inspection Certificate  
Official Export Fruit/Vegetable Inspection Certificate  
**526 Permit** - Permit to Move Live Plant Pests or  
Noxious Weeds into Wisconsin.

### **FEE**

Varies by species and the number of endorsements being made.

### **WEBSITE**

<http://www.aphis.usda.gov/permits>

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### **CONTACT**

Agricultural Marketing Service  
742 E. Fond Du Lac St.  
Ripon, WI 54971

USDA, APHIS, PPQ  
2300 E. Devon Ave. Suite 210  
Des Plaines, IL 60018

### **Export Documentation**

Amy Loftus, AHPIS  
847-699-2421



## E. All Products – Certificate of Origin

The Customs and Border Protection within the Department of Homeland Security regulates movement of all goods into and out of the United States. A certificate of Origin identifies who has produced described goods and in what country. Certificates of Origin are used to determine tariffs. ***The exporter generates the Certificate of Origin*** and maintains records to support representation of goods as described in the document. Certificate of Origin requirements are stated on your customer's import license as determined by the importing country and the provisions of trade agreements with the United States.

### CERTIFICATES OFFERED

U.S. Customs Certificate of Origin

### CONTACT

Your local [Chamber of Commerce](#)

### FEE

None. Shippers and freight forwarders will charge nominal fees for the completion of this document.

Additionally, All forms are available on line at:

[http://export.gov/logistics/eg\\_main\\_018121.asp](http://export.gov/logistics/eg_main_018121.asp)

Certificate of Origin forms are also available from all major freight handlers such as UPS, Fed-Ex and DHL.

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## F. Wood Products and Packaging

Proper wood treatment and meeting the International Standards for Phytosanitary Measures (ISPM 15) is essential to reduce environmental and economic harm associated with the introduction of invasive species to a country. All solid wood components of the wood packaging materials (both hardwood and softwood species of the wood) need to be treated with ***heat treatment*** and/or ***fumigation*** depending on the destination country. Items such as plywood, particleboard, oriented strand board, and veneer are exempt from the standard. Wisconsin companies can ensure their wood packaging materials meet the ISPM 15 standards by having the wood treated at any one of many Wisconsin-based certified facilities. Companies with questions about exporting their products can contact a member of the Wisconsin International Trade Team.

### CERTIFICATES OFFERED

ISPM 15 Certification

Wood Packaging Materials Certification (WPM)

### QUESTIONS?

#### CONTACT:

Dept. of Agriculture, Trade and Consumer Protection  
Plant Industry Bureau  
2811 Agriculture Drive  
Madison, WI 53708

#### CONTACT:

American Lumber Standard Committee,  
Incorporated  
P.O. Box 210  
Germantown, Maryland 20875-0210  
Telephone: 301.972.1700  
Fax: 301.540.8004  
E-Mail: [alsc@alsc.org](mailto:alsc@alsc.org)

Greg Helmbrecht  
Email: [greg.helmbrecht@wisconsin.gov](mailto:greg.helmbrecht@wisconsin.gov)  
Phone: 608-224-4596

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## SECTION THREE

### Export Certification Process and Test Lab Information

#### A. Document Authentication and Apostilles

##### WISCONSIN SECRETARY OF STATE

Authenticating a document may also be called “flagging”, “verifying”, “certifying”, or “attaching a certificate of magistracy”, or attaching a “state seal”. It means that an official certificate confirming the existence of a particular notary public or public officer, who has signed the document, must be attached to the document.

<http://www.sos.state.wi.us/apostilles>

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##### UNITED STATES SECRETARY OF STATE

The Department of State, Authentications Office is responsible for signing and issuing certificates providing authentication services to U.S. citizens and foreign nationals on documents that will be used overseas. Documents include but not limited to: company bylaws, trademarks, distributorship agreements, good standing certificates, etc.

<http://www.state.gov> Keyword: Authentications

#### B. Manufacturing Processing Certification Resources

##### Safe Food, Safe Feed - <http://www.safefeedsafefood.org>

Governed by: American Feed Industry Association

Safe Feed/Safe Food Certification Program is a voluntary, third-party-certified initiative designed for feed mills and feed- and ingredient-related facilities in the United States and Canada.

##### Hazard Analysis & Critical Control Points (HACCP) - <http://www.fda.gov>

Governed by: U.S. Food and Drug Administration

HACCP addresses food safety through the analysis and control of hazards throughout the production process to the consumption of the finished product.

##### Global Food Safety Initiative - <http://www.mygfsi.com>

Coordinated by: The Consumer Goods Forum

The Global Food Safety Initiative was set up to pursue improvement in our food safety systems. Harmonizing global food safety standards increases transparency and efficiency in the supply chain, cuts costs and provides assurance of safe food for consumers worldwide.

#### C. Radiation Free Certificate

*Some importing countries may request a Radiation Free Certificate. This can be obtained through the United States Department of Agriculture (USDA).*

##### CERTIFICATES OFFERED

Radiation Free Certificate

##### FEE

None

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##### CONTACT

Processed Products and Technical Regulations Division  
Linda Dallos

Phone: 202-720-0689

Fax: 202-690-0677

Email: [linda.dallos@fas.usda.gov](mailto:linda.dallos@fas.usda.gov)

Email: [pptrd@fas.usda.gov](mailto:pptrd@fas.usda.gov)

#### **D. Testing Labs Information**

Occasionally, importing countries require third-party lab tests certifying the quality and purity of the product to be exported. The [Wisconsin International Trade Team](#) can provide a list of approved laboratories.

The Wisconsin International Trade Team can be contacted at 1-800-462-5237 or [international@wi.gov](mailto:international@wi.gov).